

OGC Has Reviewed

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

S E C R E T

PERS 77-2806

ER - 77-8318/3

Off A Registry

File Personnel-17

DD/A 77-4719

29 August 1977

MEMORANDUM FOR: Acting Deputy Director for Central Intelligence

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Special Retirement Options

REFERENCE : Memo dated 2 Aug 77 to DCI fr D/Pers;
re Same Subject

1. (A/IUO) Action Requested: That the offering of special retirement options be extended through 31 December 1977.

2. (S) Background:

a. The Director has approved offering special retirement options through 30 September 1977 for the following components: DDA -- all except MC (Communications), but with MS (Security) offering it only to the GS-15 grade level; DCI, DDO, DDS&T and DDI -- across the board.

b. Based on the impact of offering the special retirement options, it is believed that extension of the period, 30 September to 31 December 1977 deserves consideration. This three-month period will provide an opportunity for additional personnel to take advantage of the options and assure the resolution of manpower management problems.

3. (A/IUO) Staff Position:

It now appears that our estimate of the number of employees who would exercise the option to retire by 30 September is somewhat high. To date only twenty employees have formalized their request to retire under the special retirement options against an estimated eighty to ninety employees.

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S E C R E T

DD/A 77-4719
Page Two

Extending the period from 30 September to 31 December 1977 during which an employee may opt to retire would serve to benefit Directorate management in relieving existing problems of manpower, career progression and hiring limitation. This view was expressed in the Comptroller's meeting of 19 August 1977.

4. (A/IUO) Recommendation: Accordingly, it is recommended that you extend the offering of special retirement options, for the classes set forth in paragraph 2a above, to 31 December 1977.

/s/ Michael J. Malanick

Michael J. Malanick

Att: Ref memo.

APPROVED: (✓) DISAPPROVED: ()

JOHN F. BLAKE
Acting ~~Deputy~~ Director of Central Intelligence

14 SEP 1977

Date

Distribution:

Orig - Adse, Return to Pers.

1 - ADDCI 1 - MJM

1 - ER 1 - RFZ

✓ 2 - DDA

1 - D/Pers

1 - DD/Pers

1 - DD/Pers (SP-RAD)

1 - DD/Pers (P&C-PS)

Originator: Rewrite: [] Aug 77

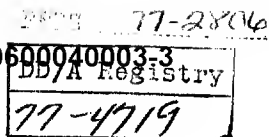
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STATINTL

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

Next 1 Page(s) In Document Exempt

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3



SECRET

21 AUG 1977

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

FROM:



Acting Director of Personnel

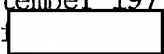
SUBJECT: Special Retirement Options

REFERENCE: Memo dtd 2 Aug 77 to DCI fr D/Pers;
re same subject

1. (A/IUO) Action Requested: That the offering of special retirement options be extended through 31 December 1977.

2. (S) Background:

a. The Director has approved offering special retirement options through 30 September 1977 for the following components: DDA -- all except MC (Communications), but with MS (Security) offering it only to the GS-15 grade level; DCI, DDO, DDS&T and DDI -- across the board.

b. On the assumption that 80 to 90 separations would result from the offering of the retirement options, the Office of Personnel projected that on-duty strength as of 30 September 1977 would be below the Agency's year-end revised ceiling of . To date, only 20 employees have formalized their request to retire under the special options.

c. The yearly legislative pay raise for employees who have not yet reached the ceiling of \$47,500 is expected to be effective in this Agency on 10 October 1977.

3. (A/IUO) Staff Position:

a. Although it is too soon to tell, it is possible that our estimate that 80 to 90 employees would exercise the option to retire by 30 September might have been somewhat high. One explanation could be that employees now realize that by separating

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E 2 IMPDET

CL BY 

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SECRET

on 30 September, they would lose the effect the October pay raise will have on their ultimate lump sum payment and Federal Employees' Group Life Insurance benefits. Additionally, some employees might prefer to delay their retirement until the end of the year or later so that they might profit from receiving their lump sum leave payment in the new Calendar Year.

b. There is already some reason to believe that the retirement options will be extended beyond 30 September 1977 for the Operations Directorate. We can foresee that the other Directorates will request the same consideration, again in the interest of encouraging separations in order to relieve existing problems of manpower management, career progression and hiring limitations.

c. Even with a smaller number of retirements than originally estimated, it is assured that the Agency will be below ceiling on 30 September 1977; and consequently, as a further stimulus to attrition by retirement and the benefits to Directorate management that would result therefrom, it appears appropriate to consider extending the 30 September date to 31 December at this time. We understand that this view was expressed at the Comptroller's Meeting of 19 August 1977.

4. (A/IUO) Recommendation: Accordingly, it is recommended that you extend the offering of special retirement options, for the classes set forth in paragraph 2a above, to 31 December 1977.



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Att:

Ref memo

APPROVED : _____

DISAPPROVED: _____

Distribution:

Orig - Adse, return to D/Pers

1 - A-DDCI

1 - ER

2 - DDA

1 - D/Pers (w/held)

1 - DD/Pers (w/held)

1 - DD/Pers/SP-RAD

1 - DD/Pers/P&C-PS

SECRET

DD/A Registry

10. 38 (7).

000000 4/1/77

8 2 77

DD/A Registry

7/25/8/2

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Special Retirement Options

REFERENCE : Memo from D/Pers to DDCI dtd 14 Jul 77;
subject: Special Retirement Options

1. (A/IUO) Action Requested: That the Career Services be authorized, as requested by them, to offer special retirement options from the present through 30 September for the following elements: DDA -- all except MC (Communications), but with MS (Security) offering it only to the GS-15 grade level; DCI area -- across the board; DDO -- across the board; DDS&T -- across the board; DDI -- across the board.

2. (A/IUO) Background: At your request I have invited proposals from the Deputy Directors and the Chairman of the Executive Career Service with respect to the offering of the special retirement options until 30 September 1977. They have submitted the proposals reflected in paragraph one on the basis of specific problems of meeting reduced ceiling or of providing for the necessary influx of officers providing for the future viability of the Agency. The authority of the DCI to extend such options has been discussed with the Civil Service Commission and reviewed by the General Counsel.

3. (S) Staff Position: Based on the estimates of the Deputy Directors, offering the special retirement options would induce 69 to 108 retirements above and beyond those expected without such inducements. The best estimates of the Office of Personnel confirm this range, with a point estimate of 87-serving for planning purposes. The estimates are as follows:

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E 2 IMPDET

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| <u>Directorate</u> | <u>Career Service Estimates</u> | <u>Office of Personnel Estimates</u> |
|------------------------------|-------------------------------------|--|
| O/DCI | 5 | 3 |
| DDA (with stated exceptions) | 27 | 25 |
| DDI | 20 | 12 |
| DDO (past ranges) | 7 - 41 | 35 |
| DDS&T | <u>10 - 15</u> | <u>12</u> |
| Total | 69 - 108 | 87 |

As can be seen by these numbers, the major impact of the special options would be on DDO and DDA, the two Directorates most likely to be affected by ceiling reductions in the near future. In the other Directorates and the DCI area, ceiling reductions are not a problem but a very low rate of attrition produces problems of manpower management and career progression. Though the number expected to take advantage of the special retirement options in these Directorates is small, it provides some alleviation of the problem.

Our revised ceiling for 30 September 1977 is [] Our strength on 31 July 1977 was [] We do expect to be able to replace normal losses and to be at or near ceiling at the end of the fiscal year. Any losses produced through the offering of the special retirement options are not likely to be replaced and would create a high likelihood that the Agency would be below ceiling by that number. The situation with respect to ceiling is as follows:

| <u>Directorate</u> | <u>Strength 7/31/77</u> | <u>Revised Ceiling 9/30/77</u> |
|--------------------|-----------------------------|------------------------------------|
| O/DCI | [] | [] |
| DDA | [] | [] |
| DDO | [] | [] |
| DDI | [] | [] |
| DDS&T | [] | [] |
| Total | [] | [] |

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As can be seen from comparison with the preceding estimates of where the retirements would occur, there would be a high likelihood that the DDO and the DDA would be significantly below their revised ceilings on 30 September. This might create a resource problem unless it is deemed desirable to make an early start on the reductions intended for FY 1978.

4. (A/IUO) Recommendation: That the action requested in paragraph one be approved.

[Redacted]
F. W. M. Janney

25X1A

Attachment
Ref memo

25X1A

APPROVED :

[Redacted]
Director of
Central Intelligence

10 AUG 1977
Date

DISAPPROVED:

Director of
Central Intelligence

Date

Distribution:

Orig - Return to D/Pers

- 1 - A-DDCI
- 1 - ER
- 2 - A-DDA
- 1 - OGC
- 1 - D/Pers
- 1 - DD/Pers
- 1 - DD/Pers/SP-RAD/ROB
- 1 - DD/Pers/P&C-PS

DD/A Registry

SECRET

77-4719

24 AUG 1977

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

FROM :
Acting Director of Personnel

SUBJECT : Special Retirement Options

REFERENCE : Memo dtd 2 Aug 77 to DCI fr D/Pers;
re same subject

1. (A/IUO) Action Requested: That the offering of special retirement options be extended through 31 December 1977.

2. (S) Background:

a. The Director has approved offering special retirement options through 30 September 1977 for the following components: DIA -- all except MC (Communications), but with MS (Security) offering it only to the GS-15 grade level; DCI, DDO, DIS&T and DDI -- across the board.

b. On the assumption that 80 to 90 separations would result from the offering of the retirement options, the Office of Personnel projected that on-duty strength as of 30 September 1977 would be below the Agency's year-end revised ceiling of . To date, only 20 employees have formalized their request to retire under the special options.

c. The yearly legislative pay raise for employees who have not yet reached the ceiling of \$47,500 is expected to be effective in this Agency on 10 October 1977.

3. (A/IUO) Staff Position:

a. Although it is too soon to tell, it is possible that our estimate that 80 to 90 employees would exercise the option to retire by 30 September might have been somewhat high. One explanation could be that employees now realize that by separating

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Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

SECRET

on 30 September, they would lose the effect the October pay raise will have on their ultimate lump sum payment and Federal Employees' Group Life Insurance benefits. Additionally, some employees might prefer to delay their retirement until the end of the year or later so that they might profit from receiving their lump sum leave payment in the new Calendar Year.

b. There is already some reason to believe that the retirement options will be extended beyond 30 September 1977 for the Operations Directorate. We can foresee that the other Directorates will request the same consideration, again in the interest of encouraging separations in order to relieve existing problems of manpower management, career progression and hiring limitations.

c. Even with a smaller number of retirements than originally estimated, it is assured that the Agency will be below ceiling on 30 September 1977; and consequently, as a further stimulus to attrition by retirement and the benefits to Directorate management that would result therefrom, it appears appropriate to consider extending the 30 September date to 31 December at this time. We understand that this view was expressed at the Comptroller's Meeting of 19 August 1977.

4. (A/IUO) Recommendation: Accordingly, it is recommended that you extend the offering of special retirement options, for the classes set forth in paragraph 2a above, to 31 December 1977.

Att:
Ref memo

APPROVED : _____

DISAPPROVED: _____

Distribution:

Orig - Adse, return to D/Pers

1 - A-DDCI

1 - ER

2 - DDA

1 - D/Pers (w/held)

1 - DD/Pers (w/held)

1 - DD/Pers/SP-RAD

1 - DD/Pers/P&C-PS

AD/Pers (Revision-24 Aug 77)

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Next 1 Page(s) In Document Exempt

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

PERS 77-2571

SECRET

DD/A Registry

2 AUG 1977

77-4380

ER-77-8318/2
ILLEGIB

DD/A Registry

File *Personnel-19*

ILLEGIB

MEMORANDUM FOR: [REDACTED] Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Special Retirement Options

REFERENCE : Memo from D/Pers to DDCI dtd 14 Jul 77;
subject: Special Retirement Options

1. (A/IUO) Action Requested: That the Career Services be authorized, as requested by them, to offer special retirement options from the present through 30 September for the following elements: DDA -- all except MC (Communications), but with MS (Security) offering it only to the GS-15 grade level; DCI area -- across the board; DDO -- across the board; DDS&T -- across the board; DDI -- across the board.

2. (A/IUO) Background: At your request I have invited proposals from the Deputy Directors and the Chairman of the Executive Career Service with respect to the offering of the special retirement options until 30 September 1977. They have submitted the proposals reflected in paragraph one on the basis of specific problems of meeting reduced ceiling or of providing for the necessary influx of officers providing for the future viability of the Agency. The authority of the DCI to extend such options has been discussed with the Civil Service Commission and reviewed by the General Counsel.

3. (S) Staff Position: Based on the estimates of the Deputy Directors, offering the special retirement options would induce 69 to 108 retirements above and beyond those expected without such inducements. The best estimates of the Office of Personnel confirm this range, with a point estimate of 87 serving for planning purposes. The estimates are as follows:

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| <u>Directorate</u> | <u>Career Service Estimates</u> | <u>Office of Personnel Estimates</u> |
|------------------------------|-------------------------------------|--|
| O/DCI | 5 | 3 |
| DDA (with stated exceptions) | 27 | 25 |
| DDI | 20 | 12 |
| DDO (past ranges) | 7 - 41 | 35 |
| DDS&T | <u>10 - 15</u> | <u>12</u> |
| Total | 69 - 108 | 87 |

As can be seen by these numbers, the major impact of the special options would be on DDO and DDA, the two Directorates most likely to be affected by ceiling reductions in the near future. In the other Directorates and the DCI area, ceiling reductions are not a problem but a very low rate of attrition produces problems of manpower management and career progression. Though the number expected to take advantage of the special retirement options in these Directorates is small, it provides some alleviation of the problem.

Our revised ceiling for 30 September 1977 is [] Our strength on 31 July 1977 was [] We do expect to be able to replace normal losses and to be at or near ceiling at the end of the fiscal year. Any losses produced through the offering of the special retirement options are not likely to be replaced and would create a high likelihood that the Agency would be below ceiling by that number. The situation with respect to ceiling is as follows:

| <u>Directorate</u> | <u>Strength 7/31/77</u> | <u>Revised Ceiling 9/30/77</u> |
|--------------------|-----------------------------|------------------------------------|
| O/DCI | <div></div> | |
| DDA | | |
| DDO | | |
| DDI | | |
| DDS&T | | |
| Total | | |

SECRET

As can be seen from comparison with the preceding estimates of where the retirements would occur, there would be a high likelihood that the DDO and the DDA would be significantly below their revised ceilings on 30 September. This might create a resource problem unless it is deemed desirable to make an early start on the reductions intended for FY 1978.

4. (A/IUO) Recommendation: That the action requested in paragraph one be approved.

(Signed) F. W. M. Janney

F. W. M. Janney

Attachment
Ref memo

APPROVED : 151 STANFIELD TURNER
~~Walter P. [unclear]~~ Director of
Central Intelligence

10 Aug 77
Date

DISAPPROVED: ~~Walter P. [unclear]~~ Director of
Central Intelligence

Date

Distribution:

Orig - Return to D/Pers

1 - A-DICI

1 - ER

2 - A-DDA

1 - OGC

1 - D/Pers

1 - DD/Pers

1 - DD/Pers/SP-RAD/ROB

1 - DD/Pers/P&C-P3

OP/PS typed-OD/Pers:bkf (1 Aug 77)

77-4026

14 JUL 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Special Retirement Options

1. Action Requested: That the Director of Personnel be authorized to approve special retirement options to be exercised 15 July through 30 September 1977 by those Career Services justifying their need under specific circumstances.

2. Background: On previous occasions, the Agency has offered liberalized retirement options; i.e., discontinued service retirement under the Civil Service Retirement Act and involuntary retirement under the CIA Retirement and Disability System, to individuals eligible by virtue of age and years of service. In recent times, options have been offered not across-the-board but to meet specific circumstances where individual components have expected to be above strength in the absence of such special options or in anticipation of a need to resolve such special problems as that of opening room for a greater inflow of young professionals. Such use of the special options has been discussed with the Civil Service Commission within the past year and reviewed by the General Counsel as recently as 21 December 1976. The latter found it appropriate that the Director of Personnel retain the discretion, under the proposed approval arrangements, not to offer options more broadly than is justified by actual situations existing within the Directorates or Offices.

3. Staff Position:

a. As on several past occasions, this special opportunity to retire is not justified on the basis of aggregate Agency on-duty strength projections. For some Directorates it is a different matter, as they are faced with ceiling reductions and the possibility of having

surplus personnel. All Directorates are facing problems because of unusually low rates of attrition that have produced exhaustion of headroom, creating serious barriers to the advancement of deserving employees and that preclude the desirable rate of inflow of those officers who will be the future of this Agency. To the extent that individuals in these components and Directorates choose to retire under the special retirement options, a component is more able to hire and promote.

b. There have been indications that the Directorates would like to be able to make limited offerings of the special retirement options. The Director of Personnel should serve as the review mechanism, as in past instances, to assure that proposals to offer the options at Directorate or Office levels, or within occupational or grade categories, are justified and applied within the context of criteria governing the offering of these options.

c. Under legislative authority, the next cost-of-living adjustment of retirement annuities will occur on 1 September 1977. It is expected that many potential retirees will time their retirements before this date. As the end of the fiscal year is 30 September, it is proposed that the special retirement options be offered from 15 July through 30 September 1977.

4. Recommendation: That the Director of Personnel be authorized to offer from 15 July through 30 September the special retirement options upon his review and approval of specific proposals received from the Deputy Directors and the Chairman of the Executive Career Service, which serve to resolve a problem of surplus of personnel or other serious management concerns at organizational levels or within occupations or grade categories.

[Redacted Signature]

John F. Blake

25X1A

APPROVED/DISAPPROVED:

[Redacted Signature]

*

Acting Deputy Director of Central Intelligence

Date

* Prior to actually implementing the program, I would like to be made aware of the "specific proposals received from the Deputy Directors and the Chairman of the Executive Career Service" and, further, would like to have the paper giving me this information bear the concurrence of the General Counsel. I would also appreciate in that paper any projections you can make as to the number of retirees we might expect by virtue of this exercise.

1 JUL 1977

MEMORANDUM FOR: Chairman, Executive Career Service
Acting Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Special Retirement Options

1. Attached is a recommendation that we offer the special retirement options from 15 July through 30 September 1977. You will see that in approving the recommendation, the Acting Deputy Director of Central Intelligence indicated that he plans to brief the Director concerning the specific proposals you submit. Please note that until the Director is briefed, no announcement concerning the offering of special retirement options should be made to employees.

2. We would appreciate receiving your proposals as soon as possible. It would also help us to have any projections you can make as to the number of your careerists who might opt for retirement within the specific limits of the proposals you submit.

3. Upon receipt of the specific proposals and projections, we will forward our analysis and recommendations to the Acting Deputy Director of Central Intelligence for his meeting with the Director. If you have any questions concerning this matter, please let us know.

/s/ F.W.M. Janney

F. W. M. Janney

Attachment

Distribution:

Orig - Ch, E Career Service

1 - Ea other adse

1 - A-DDCI

1 - ER

1 - D/Pers

1 - DD/Pers

1 - DD/Pers/SP-RAD/ROB

1 - DD/Pers/P&C

DD/Pers: bke (18 Jul 77)

DD/A 77-4267

28 JUL 1977

MEMORANDUM FOR: Director of Personnel

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Special Retirement Options

REFERENCE : Memo for Chmn, Exe Car Ser, A/DDA, DD/I,
DD/O and DD/S&T, frm D/Pers, dtd
18 July 77, same subj

1. Following is a listing by sub-group of specific proposals and projected retirements for participation in the Special Retirement Options within the Directorate of Administration.

| <u>Sub-Group</u> | <u>Proj. Special Retirements</u> | <u>Sub-Group Proposals</u> |
|------------------|----------------------------------|--|
| M | 1 | |
| MG | 0 | |
| MF | 2/3 | |
| MM | 1/2 | |
| MZ | 5 | |
| MT | 6 | |
| ML | 6 | |
| MP | 2 | |
| MS | 2 | The MS Sub-Group proposes to offer the Special Retirement Options to the GS-15 grade level only. All other MS employees would be precluded from participation. |
| MC | 0 | The MC Sub-Group is not in a surplus situation and, therefore, wishes not to participate in the Special Retirement Options. |

2. The projections as to the number of careerists who might opt for retirement under the Special program are based upon the specific proposals by sub-group being available through 30 September 1977.

[Redacted Signature]

Michael P. Malanick

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DDI # 2750-77

21 JUL 1977

MEMORANDUM FOR: Director of Personnel

SUBJECT : Special Retirement Options

REFERENCE : Your memo, dtd 18 July 1977, same subject

1. It is requested that the special retirement options be authorized for employees of the Intelligence Directorate including those "I" Career Service personnel assigned to other components.

STATINTL

2. The DCI and [] have made it clear that they wish to bring in new talent on a Directorate-wide basis. This will be difficult to do, particularly at the higher grade levels, unless we are able to offer the retirement option to those senior officers who would become eligible.

3. In addition, the December 1976 reorganization of this Directorate resulted in a dislocation of personnel against requirements which has not been alleviated through normal retirements and attrition. It is anticipated that other organizational changes now being considered will worsen this problem. We believe the special retirement options will help to relieve this situation by the retirement of 20 officers.

4. It is requested, therefore, that the special retirement options be authorized for all personnel in the Intelligence Directorate and those "I" Careerists assigned to other components of the Agency.

[]
Sayre Stevens
Deputy Director for Intelligence

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CONFIDENTIAL

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Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

26 JUL 1977

MEMORANDUM FOR: Director of Personnel

FROM : William W. Wells
Deputy Director for Operations

SUBJECT : Special Retirement Options

REFERENCE : Your memorandum for 18 July 1977, same subject

1. The Directorate for Operations would like very much to see the special retirement option put into effect until at least 30 September 1977. There are at present certain areas in the DDO with problems of excess personnel, but the greater problem lies in serious manpower reductions with which the Directorate will have to cope beginning in Fiscal Year 1978. Using past experience as a criterion there is no reason to believe that a large number of employees would elect to take early retirement, but it is in the interests of orderly management to have the advantage of any avenue that will help the Directorate to meet reduced ceilings with as few forced separations as possible. We note that in the most recent "open season", January and February 1976, only seven employees opted for early retirement. In June and July 1975, 41 retired under the special option; in December 1974, 33 retired, and in April through June 1974, 30 retired.

2. In addition to the need to make reductions in the Directorate's manpower, it continues to be our responsibility to make provision for the regular input of new professional personnel through the Career Training Program and other sources so that the continuity of DDO operations and management may be assured. Further, it has been and is Directorate policy to encourage early retirement, not only to meet the exigencies of overseas operational assignments but also to provide headroom for the advancement of junior and middle-level officers. It would help the Directorate to honor such managerial commitments if early retirement could be offered to all eligible members of the DDO Career Service.

William W. Wells

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CL BY

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

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ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

DDS&T-3628-77

26 JUL 1977

MEMORANDUM FOR: Director of Personnel


SUBJECT : Special Retirement Options (A/IUO)

REFERENCE : Memorandum from Director of Personnel dated
18 July 1977, Same subject (Pers 77-2376)

1. (A/IUO) This is to advise you that the Directorate of Science and Technology elects to offer to interested and eligible employees the opportunity to retire under the discontinued service provisions of the Civil Service Retirement Act and the involuntary provisions of the CIA Retirement and Disability System.

2. (A/IUO) The addition of Division D to the Directorate and the implementation of certain special programs which do not have formally approved ceilings have accelerated the existing downward trend in the number of vacancies in the Directorate to an inhibiting degree. I am concerned whether sufficient attrition is occurring to guarantee a steady influx of skilled applicants (including minorities) to maintain the proper mix of employees within the Directorate. Now, in reviewing our current vacancies versus personnel on duty, my concern has deepened as the DDS&T's number of vacancies are practically non-existent. I believe the situation can be eased by resorting to the option of retirement under discontinued service.

3. (A/IUO) Having said this I must advise you that the responses received from the Office Directors of the DDS&T, which were without benefit of employee input, indicate that a minimal number of employees (10/15) would be likely to take advantage of an early retirement option even though some 300 employees are in the zone of retirement eligibility.



LESLIE C. DIRKS
Deputy Director
for

Science and Technology

STATINTL

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

ADMINISTRATIVE INTERNAL USE ONLY

2006 77-2549

28 JUL 1977

MEMORANDUM FOR: Director of Personnel

STATINTL

FROM : Chairman
Executive Career Service

SUBJECT : Special Retirement Options

REFERENCE : Your memorandum to multiple addressess
dated 18 July 1977; same subject

1. In response to your request the Executive Career Service at its meeting on 25 July 1977, agreed that a decision by the Acting Deputy Director or the Director to offer the Special Retirement Options to the DCI Area should be applicable to the DCI Area across the board. The DCI Area is over strength, both in relationship to on-duty strength with authorized ceiling and over strength at several grade levels, particularly the supergrade levels.

2. It is anticipated that some readjustment and reallocation of office strength may take place within the next several months -- further exacerbating the assignment and utilization of personnel problems. However, it is difficult to pinpoint these areas at this time and, therefore, a DCI Area wide application of this option would be in the best interests of the Agency and the U.S. Government.



STATINTL

ADMINISTRATIVE-INTERNAL USE ONLY

DD/A Registry

File Personnel 17

DD/A 77-4267

28 JUL 1977

MEMORANDUM FOR: Director of Personnel

FROM : Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT : Special Retirement Options

REFERENCE : Memo for Chmn, Exe Car Ser, A/DDA, DD/I,
DD/O and DD/S&T, frm D/Pers, dtd
18 July 77, same subj

1. Following is a listing by sub-group of specific proposals and projected retirements for participation in the Special Retirement Options within the Directorate of Administration.

| <u>Sub-Group</u> | <u>Proj. Special Retirements</u> | <u>Sub-Group Proposals</u> |
|------------------|----------------------------------|---|
| M | 1 | |
| MG | 0 | |
| MF | 2/3 | |
| MM | 1/2 | |
| MZ | 5 | |
| MT | 6 | |
| ML | 6 | |
| MP | 2 | |
| MS | 2 | The MS Sub-Group proposes to offer the Special Retirement Options to the GS-15 grade level only. All other MS employees would be precluded from participation |
| MC | 0 | The MC Sub-Group is not in a surplus situation and, therefore, wishes not to participate in the Special Retirement Options. |

DDA REGISTRY BACKGROUND

2. The projections as to the number of careerists who might opt for retirement under the Special program are based upon the specific proposals by sub-group being available through 30 September 1977.

/s/ Michael J. Malanick

Michael J. Malanick

Distribution:

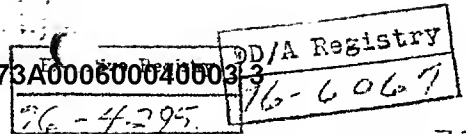
Orig & 1 - Adse
1 - DDA subj w/ref
1 - DDA chrono
1 - CMO/DDA w/cy of ref

STATINTL O/CMO/DDA [] :pao (7/27/77)

STATINTL

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600040003-3

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MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Special Retirement Options

1. Action Requested: That the Director of Personnel be authorized to approve special retirement options for those Career Services justifying their need.

2. Background:

a. At various intervals since early 1970, the Agency has offered liberalized retirement options, i.e., discontinued service retirement under the Civil Service Retirement Act and involuntary retirement under the CIA Retirement and Disability System, to individuals eligible by virtue of age and years of service. Generally, the options were offered in the broadest sense, on an Agency-wide basis. As time passed, the options were made available only to employees in organizational components and occupational categories where a true surplus existed. The most recent offering was approved by the Director on 1 December 1975 to extend through 29 February 1976.

b. In most instances these options were offered in order to assist the Agency or the Directorates to achieve ceiling levels. The most recent offering earlier this year noted, however, that based on on-duty strength projections alone, the special retirement options were not justified. The primary justification at that time for the use of the special retirement options was that there was a need to resolve special problems, for example, opening room for a greater inflow of young professionals.

c. The four Directorates and the E Career Service have again requested authority to offer the special retirement options in order to meet various management problems.

3. Staff Position:

a. As was the case earlier this year, this special opportunity to retire is not justified on the basis of Agency on-duty strength projections. We believe, however, that there is a need to offer this special retirement opportunity to certain components and categories. In particular, retirements that would flow from this offering would resolve surplus situations which may exist at various grade levels. For example, some offices within the Directorates have exhausted headroom at certain grade levels which has created a serious barrier to the advancement of deserving employees. Attrition must occur both to rectify and to relieve that problem. In addition, some offices or Directorates have a severely limited capacity to hire young professionals or to fulfill their commitments to hire minorities because of limited ceiling. To the extent that individuals in those particular components choose to retire under the special retirement options, a component is able to hire and promote. In the Directorate of Operations present personnel overages, anticipated future cuts, and difficulty in achieving an acceptable manpower distribution have created a management problem of deep concern to the DDO. The special retirement options would be of great assistance in resolving these management concerns.

b. Recently, representatives of the Office of Personnel met with the Director, Bureau of Retirement and Insurance, who administers the Civil Service Retirement Act, to ensure that he would have no objection to our permitting employees to separate from the Agency under conditions which would make them eligible for discontinued service retirement under the Civil Service Retirement Act, even though the Agency or individual Directorates might not have a problem of excess personnel. The Director, BRI reaffirmed positions taken earlier that the Agency's special authorities and its surplus regulation, if used properly to resolve management concerns other than those related to personnel overages, could be used to create the basis for a Civil Service Retirement annuity. He suggested, however, that to the extent possible, this liberalized retirement option be offered on a selective basis rather than across-the-board.


c. The Directorates of Intelligence, Science and Technology, Operations, and the E Career Service have requested authority to offer the special retirement options across-the-board. We have some reservation to doing this, except in the

case of the Directorate of Operations. For this reason, we believe that these Career Services, in collaboration with the Office of Personnel, should attempt to define even more their specific need for these retirement options and strive to identify special selective categories, if possible.

d. As was the case earlier this year, the Director of Personnel could serve as a review mechanism to assure that proposals to offer the options at Directorate or Office levels or within occupational or grade categories are justified and applied within the context of criteria governing the offering of these options.

e. By virtue of recent legislation, the next cost-of-living adjustment of retirement annuities will occur on 1 March 1977. Thus, the offer of special retirement options should run through 28 February 1977.

4. Recommendation: That the Director of Personnel be authorized to offer through 28 February 1977 the special retirement options upon his review of specific proposals received from the Deputy Directors and the Chairman, E Career Service, which serve to resolve a problem of surplus of personnel, or other serious management concerns at organizational levels or within occupations or grade categories.


John F. Blake
Deputy Director
for
Administration

STATINTL

APPROVED/DISAPPROVED:

/s/ E. H. Knoche

21 DEC 1976

Deputy Director of Central Intelligence

Date

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Washington, D.C. 20505

| |
|--------------------|
| Executive Registry |
| 76-4295 |
| DD/A Registry |
| 76-6244 |

16 December 1976

NOTE FOR: DDA

Jack:

I will approve this if the General Counsel agrees that we have the authority and approves the procedures and criteria for administration of the options. Notwithstanding our previous offering of such options, I simply do not want to act on the opinions of the Director, Bureau of Retirement and Insurance, CSC regarding the applicability and coverage of our special authorities.

STATINTL



E. H. Knoche

Attachment:
ER 76-4295

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☐ INTERNAL
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ROUTING AND RECORD SLIP

Attorney-Client/Attorney

Work-Product Privilege

Executive Registry

76-4795/2

SUBJECT: (Optional)

FROM:

Anthony A. Lapham
General Counsel

EXTENSION

NO.

DATE

21 December 1976

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

25X A DDA - ☐

2.

3.

25X A DDCI - ☐

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10.

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15.

Hank,

We have reviewed Jack Blake's memo of 7 Dec. to you proposing your approval of a program of special retirement options which you referred to me via Jack on 16 Dec. In our view, the proposal is legally satisfactory and the Agency has the authority to take the indicated action.

STATOTHR


STATOTHR

As indicated in Jack's memo, the special retirement options have been offered before in order to head off projected problems with manpower ceilings, and we see no legal reason why the same options cannot be offered in an effort to deal with the other personnel problems and management concerns outlined in the memo.

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As I understand it, Jack is not asking for authority to offer the options on an indiscriminate or across-the-board basis. On the contrary, under the proposed arrangements, the Director of Personnel would retain the discretion not to offer options more broadly than is justified by actual situations existing within the Directorates or Offices.

STATINTL



Anthony A. Lapham